

APPLICATION FOR

SUBDIVISION CERTIFICATE

Under Section 109C (1)(d) of the Environmental Planning & Assessment Act 1979



Contact us:

Upper Hunter Shire Council
PO Box 208
Scone NSW 2337

P: 02 6540 1100
E: council@upperhunter.nsw.gov.au

Office locations:

135 Liverpool St, Scone
34-40 Vennacher St, Merriwa
47 Mayne St, Murrurundi

- 1) A subdivision certificate enables the registration of a plan of subdivision at the Land Titles Office.
- 2) Tick the boxes and fill out all sections as appropriate. Failure to do so may result in delays in your application.
- 3) Fees must be paid at the time of lodgement. Quote may be obtained by phone or at Council offices.
- 4) Applications can be lodged in person at one of Council's offices during business hours, or by post.

For further information please contact Council's Environmental Services Department on (02) 6540 1136 during business hours, 8.30am - 4.30pm Monday to Friday.

Application No. _____ Date Received _____ Quote No. _____ Lodgement Officer _____

1. PROPERTY & APPLICATION DETAILS

| | | | |
|---------------------------|----------------------|-------------|----------------------|
| Development Consent/DA No | <input type="text"/> | | |
| Development Description | <input type="text"/> | | |
| Lot No/s. | <input type="text"/> | Section No. | <input type="text"/> |
| | | DP/SP No. | <input type="text"/> |
| Street/Unit No. | <input type="text"/> | Street Name | <input type="text"/> |
| Town/Village/Locality | <input type="text"/> | Post Code | <input type="text"/> |

2. APPLICANT DETAILS

Note: The application may only be made by the owner of the land to which the application relates or by a person with the owner's written consent

| | | | |
|----------------|----------------------|-------|----------------------|
| Name | <input type="text"/> | | |
| Postal address | <input type="text"/> | | |
| Contact name | <input type="text"/> | Phone | <input type="text"/> |
| Email address | <input type="text"/> | | |

The development for the subject property has been completed in accordance with the approved plans, all conditions of the development consent have been satisfied, and construction has been completed and site restored to Council's satisfaction (if applicable).

Signature/s Date

3. AUTHORITY TO COLLECT SUBDIVISION CERTIFICATE

| | | | |
|--------------------|----------------------|-------|----------------------|
| To be collected by | <input type="text"/> | Phone | <input type="text"/> |
| Signature | <input type="text"/> | Date | <input type="text"/> |

4. REQUIRED DOCUMENTS

Copies of the following documentation **must be submitted** with the application as applicable:

- Subdivision Plans - prepared by a registered surveyor and a minimum of 4 copies, one to be A3 sized
- Development Consent or Complying Development Certificate
- Construction Certificate
- Detailed Subdivision Engineering Plans
- Where deferred commencement consent has been issued, evidence that the applicant has satisfied all the conditions
- Written evidence that the applicant has complied with all conditions of consent, including payment of relevant Contribution Charges
- Section 88B instrument (if applicable)
- Where subdivision involves subdivision works, evidence that:
 - work has been completed; or
 - agreement reached with relevant consent authority regarding payment of the cost of work or carrying out the work; or
 - security given to consent authority for completion of work
- Where Land and Environment Court have required drainage easements under s50 of the Land and Environment Court Act 1979, evidence that easements have been acquired by Council
- Where deferred commencement consent has been issued, evidence that all deferred commencement conditions have been satisfied
- Where strata subdivision is involved, a statement from a registered surveyor stating that all services contained within the unit entitlement of the strata subdivision are in accordance with s2 of the Strata Scheme (Freehold Development) Act 1973

5. OWNER/S CONSENT

- This section must be completed by ALL owners. If insufficient space is provided, please attach separate letter of Authority (completion of section 5 is not required if written consent for this application is attached)
- If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence (eg. Power of Attorney, Executor, Trustee, Company Director)

As owner/s of the property, I/we consent to this application, and grant permission for Council's Officers to enter the property/premises for the purpose of assessment of this application or to conduct inspections relative to this application.

Owner Name(s) / Company Name

| | | | |
|-----------|--|------|--|
| Owner 1 | | | |
| Signature | | Date | |
| Owner 2 | | | |
| Signature | | Date | |
| Owner 3 | | | |
| Signature | | Date | |
| Owner 4 | | | |
| Signature | | Date | |

PRIVACY NOTICE

The information provided may contain personal information as defined under the Privacy and Personal Information Protection Act 1998 (NSW). The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons in accordance with the relevant Acts and regulations, such as the Government Information (Public Access) Act 2009 (NSW) and will be stored in Council's record system.

Council will display some plans and reports (which may be subject to copyright law) online on its DA Tracking portal. In addition, plans and reports may be inspected at Council's Administration Building. No personal information will be displayed. The Environmental Planning and Assessment Act 1979 (NSW) requires Council to make applications and accompanying information, including plans, publicly available during any required notification period.

- OFFICE USE ONLY -

DA No. Certificate No. Assessment No.

Property

Proposal

| Fees | | | |
|-----------------|--------|----------------|---------------|
| Fee Type | Amount | Receipt Number | Date Received |
| Application Fee | | | |
| Other | | | |
| | | | |
| | | | |
| Total | | | |

The following information has not been submitted and remains outstanding in respect to this application.

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The applicant will be further advised if there is any additional information required prior to the application being assessed.

Applicant Signature Date

Council Officer Signature